

Walkthrough Confirmation Letter

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to confirm the completion of the walkthrough for the subcontracted work at [Project Location] on [Walkthrough Date].

The following items were reviewed during the walkthrough:

- [Item 1]
- [Item 2]
- [Item 3]

We appreciate your efforts and the quality of work provided. If there are any outstanding issues, please address them no later than [Deadline for Issues].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]